

STANDARD FORM NO. 64

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 2 April 1957

TO : Chief, Intelligence School

FROM : Acting Chief, Administrative Training

25X1

SUBJECT: Weekly Report No. 14, 26 March - 2 April 1957

1. [] lectured on Thursday for the first time since her operation. She talked for four hours. While the doctor did not say she shouldn't lecture (any more than he said she shouldn't fly a plane) this did have an adverse effect on her throat. She reported for work on Monday but left before noon. Her doctor advised that she stay at home through Tuesday. She will contact the doctor this afternoon who will advise her further. Until [] returns, [] is handling the finance presentations in both Operations Support and Finance Procedures which are running simultaneously. [] presented Foreign Travel ordinarily given by []

25X1

25X1

2. [] left the office on Thursday due to illness. She reported back to work on Monday and left about noon with what her doctor tentatively diagnosed as a strep infection. Her doctor registered surprise (to put it mildly) that she even contemplated reporting back to work and strongly advised her to remain out of the office for the rest of the week. [] is scheduled to present the cable portion of the Cable and Dispatch Refresher (3, 4, and 5 April) being given at the request of the Office of the Comptroller. If [] heeds the advice of her physician and remains at home for the rest of the week, [] will give the lectures in [] place.

25X1

25X1

25X1

25X1

3. [] is scheduled to leave this office the end of April preparatory to going abroad. It was hoped that her replacement (who is non-existent as of this writing) would be able to take Administrative Procedures beginning Monday, 8 April. This is an essential prerequisite to a partial understanding of the administrative work of this office. Running Operations Support #26, beginning 29 April, with only one trained assistant will not be feasible.

25X1

4. We are once again beginning the "exercise" of writing up the film schedule required by the Administrative Office of OTR. Since this must be done on a two-month-in-advance basis, it requires considerable time and pre-planning which could well be spent on other priorities if it is going to continue to be as ineffective as it currently is. For some time now we have been religiously filing our film schedule requests to the appropriate offices to assist in overall planning. More often than not, at the time the film is to be shown, we are told that we must

25X1

~~CONFIDENTIAL~~**SECRET**

SECRET

Page 2 - Weekly Report No. 14

change the time and/or the place, despite the promise of the space inherent in filing the request and hearing nothing to the contrary. On a schedule as tight as ours, to change the time of any scheduled presentation can be (and sometimes is) disastrous. When the place has to be changed as well, we are usually assigned a room hopelessly inadequate to handle our normally large groups. The good spirit with which the students take these changes wears a little thin after a while and, we fear, their impression of the Office of Training suffers accordingly.

This situation has prevailed over a considerable period of time and while we realize that there are many, many administrative problems of which we are unaware, our major responsibility does lie within the framework of the smooth functioning of our own courses. Be that as it may, we find ourselves continuously worrying and having to do something about a wall being knocked down, safes being moved, drilling, hammering, etc. during class time.

In the past, we have cooperated with continuous requests which upset schedules and students. During this current Operations Support, we were in a constant state of utter chaos, the degree of which is beyond description - and belief. Two simple expedients might help this situation in the future: (1) Closer coordination of our advance course schedules with any plans for building renovations. If necessary we would prefer to cancel a course than to compete (unsuccessfully) with the power-tools of today's machine age. (2) We will prepare extra copies of advance film schedule requests of which we would like one signed copy returned as a firm confirmation which we can take seriously.

25X1

SECRET